

Tenancy Application Form

Please read it prior to completing your application.

1. The application must be accompanied by relevant documentation.
2. If you are approved, you will be required to pay the bond and the first calendar month's rent to secure the property within 48 hours of acceptance, pending a national tenancy database check.
3. A sign-up appointment within 48 hours of approval will be required to finalise the lease documentation.

IMPORTANT: This application will only be processed when it is filled out completely with copies of all supporting documents attached.

Supporting documentation to confirm identity

Please ensure at least ONE item from each section per applicant is attached.

Section One	Section Two	Section Three
• Driver's License • Passport	• Current Pay slips (2 months) – For new employment please include a confirmation letter stating salary. • Statement of Centrelink Entitlements	• Council Rates • Motor Vehicle registration • Utility Bills • Bank Statement

Property address you are applying for

Address Line 1: _____

Address Line 2: _____

City/ Suburb: _____ State: _____ Postcode: _____

Tenancy Requirements

Length of Tenancy: _____ months Rent (per week): \$ _____ Lease Start Date: _____

No. of Dependents: _____ No. of Pets: _____

Do you own an investment property in Australia? Yes/ No

Applicant Details

(For additional applicants or guarantors please copy and complete pages 2-3)

1. Personal Details

Full Name: _____

Contact No: _____ Mobile No: _____

Email: _____

2. Current Address

Address Line 1: _____

Address Line 2: _____

City/ Suburb: _____ State: _____ Postcode: _____

Rent/Mortgage: _____ How long have you lived there: ____ Years ____ Months

Agent/ Rental Provider Details

Contact No: _____ Email: _____

Reasons for Leaving: _____

3. Employment

Company Name: _____

Your position: _____

Employment type: _____ Annual Salary: _____

Length of employment: _____

Employment reference details

Contact Name: _____ Position: _____

Contact No: _____ Email: _____

4. Self Employed

Payroll or Accountant Name: _____

Contact No: _____ Email: _____

Company Net Income: _____ ABN: _____

5. Centrelink Benefits

Benefit Type: _____

Benefits per month/ fortnight: _____

6. Additional Source of Income

Type/ Description: _____

Amount: \$ _____

7. Emergency Contact

Full Name: _____

Contact No: _____

8. Personal Referee

Full Name: _____

Occupation: _____

Relationship: _____ Contact No: _____

9. Confirmation

I confirm that during my inspection of this property I found it to be in a satisfactory condition and suitable for occupancy.

If No, I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge and understand that these items are subject to the Rental Provider's approval and do not form part of the Tenancy Agreement.

I also acknowledge that this rental application is subject to the Rental Provider's approval, and I consent to the information provided in this application being verified and a reference check being undertaken.

Privacy Act acknowledgment for Renters

I provide consent for the Agency as part of application processing to contact all necessary people (such as referees, other agents, tenancy databases) to verify the application information provided and understand that all Federal Privacy Act requirements and the Australian Privacy Principles will be adhered to by the Agency.

I consent to my personal information being passed on during the tenancy (should it commence) and after the tenancy, if required, to other third parties which include, but are not limited to: tradespeople/contractors, salespeople, bodies corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act and any other relevant information.

The Rental Provider of the property will be provided all relevant information as the tenancy agreement is between the Rental Provider and the Renter; the Agency manages the property on behalf of the Rental Provider. The agreement (should it commence) is a contract between the Rental Provider and the Renter and personal information will be passed onto the Rental Provider as the owner of the property. A detailed copy of our Privacy Policy can be found at www.topestateagents.au

I also acknowledge that:

- I am responsible for ensuring the main power switch is turned off to enable power to be connected.
- The premises is a "Smoke Free Zone" and I/we will ensure there is no smoking inside the premises.

Applicant One (Primary Contact)

Signature

Full Name

Date

Applicant Two

Signature

Full Name

Date